

**CONFIDENTIAL**225 61-1734  
Rec. Ctr. 5

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700280002-1

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Management Staff

DATE: 10 May 1961

FROM : Chief, Records Management Staff

SUBJECT: Temporary Increase in Records Center T/O

1. The Records Center needs an increase in T/O ☐ This increase is necessary for the following reasons:

25X1

a. The move into the new building will increase the rate of retirement by the offices affected. They have been increasingly retiring records in preparation for the move, and certain experience has shown that an even greater volume can reasonably be expected after they move and try to fit themselves into their new space. As an example of this - during the last 30 days receipts at the Records Center have more than doubled - from 42 cu. ft. per work day to 89 cu. ft.

b. The Records Center is currently operating at top capacity. The rate of reference alone has trebled since June 1958, at which time the servicing of DDP records was started, i. e., Fiscal '59 had 75270 references and Fiscal '61 had 189,644.

c. The above work load has been absorbed by the Records Center without increase in T/O.

d. The Records Center is a service operation that cannot allow a backlog to develop. If records cannot be returned to an office when needed, the office will find a way to retain its records in active office space at an increased cost in space, time, and money.

e. Of particular significance in this connection is a work standards comparison of our Records Center against other Government and private industry operations of a similar nature. By work standards is meant in each case the number of "actions" performed on a single man-year basis. "Action" is defined as:

- (1) One cubic feet of records received.
- (2) One cubic foot of records destroyed.
- (3) One reference furnished.

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(a) Comparison referred to above shows that the CIA Records Center has had a much greater sustained performance rate than any other Records Center - as follows:

<u>RECORDS CENTER</u>	<u>ACTIONS</u>
GSA	7,400
AEC	3,500
Maryland	1,500
Ohio Oil Company	1,500
General Electric Company	
Aircraft Gas Turbine Division	6,000
CIA	FY 1958 6,699
	FY 1959 6,886
	FY 1960 13,000

2. In view of the above, I request that the Records Center T/O be increased  positions for a period of approximately one year. At the end of that time the requirements should again be evaluated.



*E. Conner*

*23 May*

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STAT *5/3/61 Record City*

TRANSMITTAL SLIP		
TO: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>		
ROOM NO. 604	BUILDING 1016 - 16th Street	
REMARKS:  Lou:  Returned per your discussion  with DD/S.  <div style="text-align: center;"><i>CEB</i> CEB</div>		
FROM <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Executive Assistant to the DD/S		
ROOM NO. 123	BUILDING East	EXTENSION <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>

FORM NO. 241 1 FEB 55  
REPLACES FORM 36-8 WHICH MAY BE USED.  
☆ GPO : 1957 - O - 439445

STAT

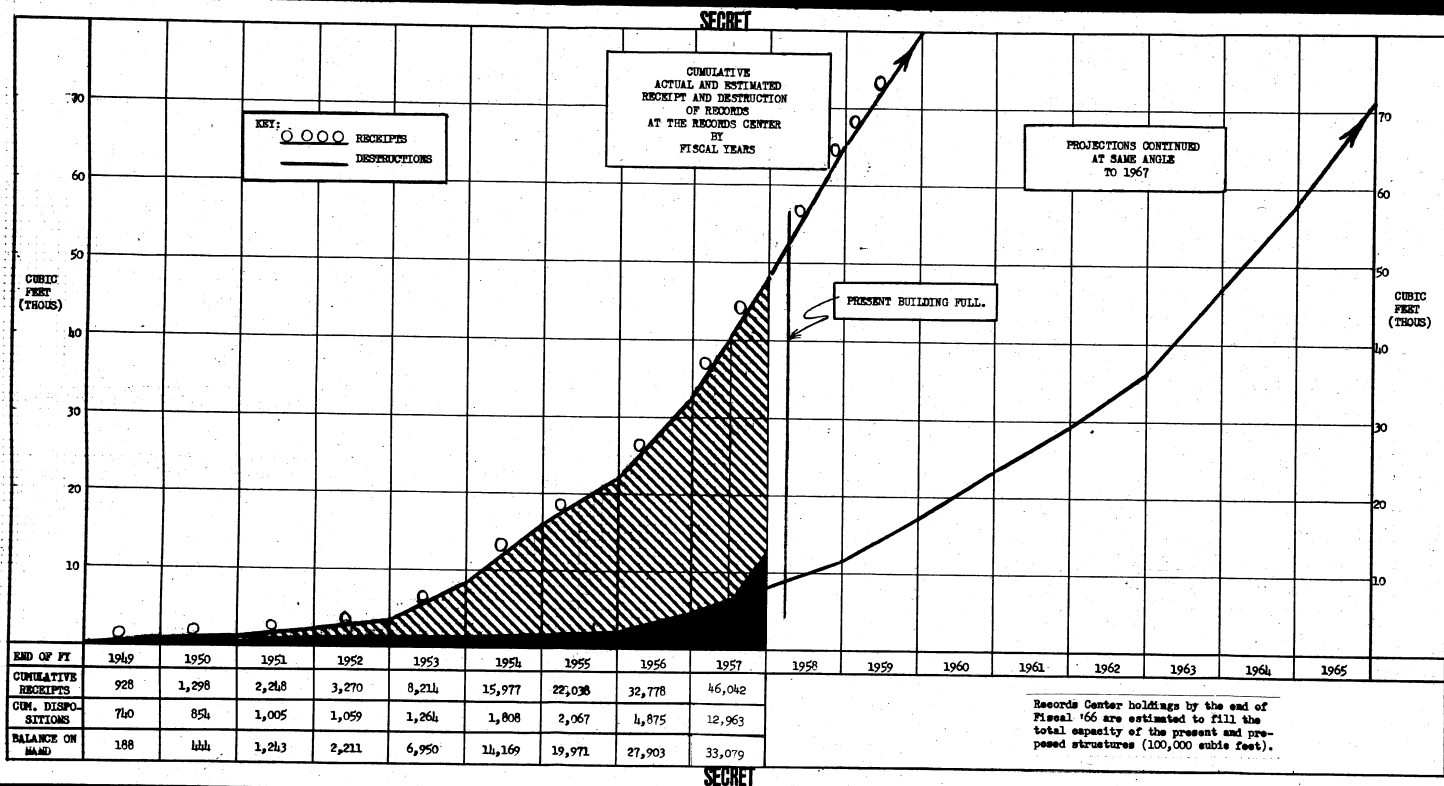
TRANSMITTAL SLIP		DATE <i>23 May 61</i>
TO: <i>DD/S</i>		
ROOM NO.	BUILDING	
REMARKS:  <i>attached forwarded for your decision</i> <i>pls.</i> <div style="text-align: center;"><i>[Signature]</i> <i>23</i></div>		
FROM <span style="border: 1px solid black; display: inline-block; width: 250px; height: 20px;"></span>		
ROOM NO.	ON	

FORM NO. 241 1 FEB 55  
REPLACES FORM 36-8 WHICH MAY BE USED.  
(47)

STAT

Col White said in effect he  
 could not approve an increase  
 in the R. C. TO because it  
 would be inconsistent with  
 the proposed reduction of [redacted]  
 portions in the R. M. Staff.  
 In view of this & to compensate for  
 the increased work load he  
 arranged for [redacted] to  
 assign [redacted] custodian type people  
 full time to the R. C. to burn  
 records, shift work on desks etc &  
 for the use of 3 summer employees.  
 This was agreeable to me  
 [Signature] 4/1/61

STAT



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*Reedley*

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